Manitoba

Annual Report
1999 - 2000

Council on Post-Secondary Education

FOR THE PERIOD ENDING MARCH 31, 2000

Includes 10% post-consumer waste

101-00253/

MINISTER OF EDUCATION AND TRAINING

Room 168
Legislative Building
Winnipeg, Manitoba, CANADA
R3C 0V8

The Honourable Peter Liba
Lieutenant-Governor of Manitoba
Room 235 Legislative Building
Winnipeg MB R3C 0V8

May it Please Your Honour:

I have the privilege of presenting for the information of Your Honour the Annual Report of the Council on Post-Secondary Education for the fiscal year ending March 31, 2000.

Respectfully submitted,

Honourable Drew Caldwell

September 22, 2000

The Honourable Drew Caldwell
Minister of Education and Training
168 Legislative Building
Winnipeg, Manitoba R3C 0V8

Dear Mr. Caldwell:

I have the honour to submit herewith the third annual report of the Council on Post-Secondary Education for the year ended March 31st, 2000.

As the primary instrument of government policy on Post-Secondary Education, the Council's third year reflects another very busy and productive one. The Council continues to work towards better coordination and integration of post-secondary education services, and to promcte excellence and leadership within the post-secondary education system.

An audited balance sheet and an audited statement of the Council's revenues and expenditures are appended.

Respectfully submitted,

Donald Robertson
Chair

410 - 330 Portage Avenue • Winnipeg, Manitoba R3C 0C4 • Telephone: (204) 945-1833 • Facsimile: (204) 945-1841
E-mail: info@copse.mb.ca • www.copse.mb.ca

Table of Contents

Chapter 1 ..... **9**
1.0 Strategic Direction of the Council on Post-Secondary Education 9
1.1 Overview 9
1.2 Mandate 9
1.3 Vision, Mission, Purpose and Guiding Principles 10
1.4 Goals of the Council 11
Chapter II **12**
2.0 Activities of the Council on Post-Secondary Education 12
2.1 Program 12
2.1.1 The Strategic Programs Envelope 12
2.1.2 The System Restructuring Envelope 14
2.1.3 The College Growth Plan 15
2.1.4 Other Program Activities 21
2.2 Policy 22
2.3 Finance 25
2.4 Accountability 28
Chapter III **29**
Audited Financial Statements of the Council on Post-Secondary Education 29
Responsibility for Financial Statements 30
Auditors' Report 31
Balance Sheet 32
Statement of Revenues and Expenditures 33
Schedule of Administrative and Other Expenditures 34
Notes to Financial Statements 35
Chapter IV **38**
Universities Grants 38
Community Colleges Grants 40
Chapter V **41**
A Summary of Enrolment and Graduation in the Manitoba Post-Secondary Education System 41
Chapter VI **42**
Membership of the Council on Post-Secondary Education 42
Secretariat of the Council on Post-Secondary Education 43

Chapter 1

1.0 Strategic Direction of the Council on Post-Secondary Education

1.1 Overview

The Council on Post-Secondary Education is the provincial agency that works to promote excellence and cooperation within the post-secondary education sector to meet the diverse educational needs of Manitobans. Created by an Act of the Manitoba Legislature in November 1996, the Council commenced its operation in April 1997 The Council facilitates the coordination and integration of post-secondary services and facilities, reviews and approves university and college programming, develops policy, and promotes fiscal responsibility and accountability in the post-secondary system.

A major responsibility of Council is the allocation of funds to the province's eight public post-secondary institutions, comprising the University of Manitoba, the University of Winnipeg, Brandon University, Red River College, Assiniboine Community College, Keewatin Community College, Collège universitaire de Saint-Boniface and École technique et professionnelle. The Council also distributes grants to private religious-affiliated colleges in Manitoba, including Steinbach Bible College, Providence College and Seminary, William and Catherine Booth College, and the Canadian Mennonite University, formerly the Mennonite Colleges Federation.

The Council acts as an intermediary between the post-secondary institutions and the government, and is composed of eleven members including a chairperson. Reporting to the Council is a staff Secretariat of nine provincial civil servants. The purpose of the Secretariat is to provide research and analysis on a broad array of post-secondary education issues, and to support effective decision making and policy direction for the benefit of Council members.

1.2 Mandate

The mandate of the Council on Post-Secondary Education, as stipulated in the *Council on Post-Secondary Education Act*, is " . . . to plan and co-ordinate the development of a post-secondary education system in the province that promotes excellence in and accessibility to education, supports the co-ordination and integration of services and facilities, and promotes fiscal responsibility."

1.3 Vision, Mission, Purpose and Guiding Principles

The **vision** of the Council on Post-Secondary Education is of a relevant, flexible and responsive post-secondary education system.

The **mission** of the Council on Post-Secondary Education is to promote excellence by developing and implementing an innovative systems-based approach that enhances social, cultural, and economic well being.

The **purpose** of the Council on Post-Secondary Education is to provide leadership in developing and maintaining a dynamic post-secondary education system that serves the public interest.

The Council has developed **principles** for guidance in its work.

Council decisions will be:

- Timely
- Fact-based
- Consistent with a systems approach
- Consultative, and
- Balanced with social, cultural, and economic priorities.

Council will:

- Be proactive
- Encourage program innovation
- Encourage institutions to work together
- Encourage institutions to work with the marketplace to deliver relevant programs
- Promote the importance of post-secondary education
- Encourage research relevant to the priorities of Manitoba, and
- Foster the application of technology.

The post-secondary education system will be:

- Cost effective
- Accessible
- Accountable
- Learner focused
- Transparent
- Articulated and integrated, and
- Relevant.

1.4 Goals of the Council

1. To meet the diverse educational needs of Manitobans through the provincial post-secondary system.

2. To review new programs through the Program Approval Process.

3. To increase the use of technology-mediated education to expand the range of program options available for students.

4. To support increased participation in post-secondary education in Manitoba.

5. To develop appropriate programs to meet the learning needs of Aboriginal persons through Manitoba's post-secondary system.

6. To provide funding and financial direction to post-secondary institutions.

7. To improve accountability in the post-secondary education system.

Chapter II

2.0 Activities of the Council on Post-Secondary Education

The Council's third year of operation was marked by a number of important activities that are closely linked to the Council's goals and the 1999/2000 Business Plan. This plan pays particular attention to strategic planning, human resources, financial considerations and other issues pertinent to the Council's mandate with respect to post-secondary education in Manitoba. Progress in each area of strategic importance is monitored by the Council Secretariat to ensure that activities are consistent with the achievement of goals in an efficient and cost-effective manner.

Based on the Council's Business Plan, the activities for 1999/2000 are divided into the following areas:

1. Program
2. Policy
3. Finance
4. Accountability

2.1 Program

2.1.1 The Strategic Programs Envelope

The purpose of the Strategic Programs Envelope is to provide additional funds to post-secondary institutions for the development of new or expanded programs which respond strategically to the needs of Manitoba's social, economic or labour market situations. All proposals submitted must indicate how the proposed programs will respond to the needs of our economy and/or labour market. New programs are considered for funding by Council when they demonstrate that they are responding to emerging needs in the province in a way that is complementary to existing programs.

Given that there are limited funds in the envelope, institutions are asked to rank in order of priority the programs submitted. Council will review each institution's request in light of proposals submitted from all institutions, the number of new post-secondary spaces, which may be created, and the best use of limited resources.

The programs and funds approved by Council in 1999/2000 include:

University of Manitoba

Masters of Social Work – Distance Education Delivery - $500,000 over 7 years
The expansion of this program through distance delivery to the communities of Dauphin, The Pas and Thompson will meet the growing demand for graduate-trained social workers in northern and remote areas of Manitoba. While Internet technology will be used, most courses will be delivered by audio-visual conferencing and on-site instruction in recognition of the importance, as a model for social work practice, of hands-on education delivery, and development of the professor-student relationship.

Computer Science Development Plan - $3.6 million over 4 years
The Council, in partnership with the Economic Innovation and Technology Council, the University of Manitoba Department of Computer Science, and the Information Technology industry, reviewed the current delivery of computer science education at the University. The committee compared the current program to an enhanced delivery model which would graduate an increased number of students better able to respond to the needs of the local IT industry.

Based on the work of the committee, Council approved a four-year plan to provide additional funds to the Department of Computer Science. These funds are directed to increase faculty, expand and update computer labs, provide additional tutorial support to students, and expand course offerings to assist the university to ensure that its graduates meet industry standards.

University of Winnipeg

Flexible Majors Program - $55,000
The Flexible Majors program, developed by the University of Winnipeg, is one of a few such programs available in Canada. The program is designed to enable students to custom design their major from programs currently available at the university. This opportunity will enable students to create programs of study to meet their personal and/or career needs, and to be responsive both to personal interest and emerging labour market opportunities.

Collège universitaire de Saint-Boniface

Health Care Training - $300,000 over 5 years
The Collège will co-ordinate the recruitment of French language students for training in health care professions. The training will occur at the federally funded National Centre for French Health Studies at the University of Ottawa. This program will assist in the education of Manitoba's Francophone community to facilitate the delivery of health care services in French.

2.1.2 The System Restructuring Envelope

The System Restructuring Envelope is designed to support projects which restructure some aspect of the post-secondary system in Manitoba. Criteria within this envelope recognize projects that incorporate learning technologies in the delivery of programs and services, activities which improve Aboriginal participation rates in university and college, and initiatives that promote the use of prior learning assessment and enhanced credit transferability and articulation in the post-secondary system. The Council will fund projects approved under the System Restructuring Envelope for up to a maximum of three years.

In 1999/2000, $500,000 supported innovative restructuring projects in Manitoba's colleges and universities. Given the carry over commitments of previous years, there remained in the envelope, funds for one **new** project this year.

University of Manitoba

Restructuring Manitoba Post-Secondary Library Services: Enhanced Access, Virtual Union Catalogue - $66,000
Council approved two sub-projects designed to create a Virtual Union Catalogue. These sub-projects are:

1. Establishing links between the U of M Libraries' online catalogue, BISON, the library catalogues of other post-secondary institutions in Manitoba; and

2. Improving access to and use of the archival holdings through publication of finding aids on the world-wide web.

These sub-projects will use technology to increase accessibility to the post-secondary system and its information resources. This, in turn, will increase cooperation across the system, reduce duplication in terms of library holdings, and reduce time and costs for accessing materials.

The following **existing** programs, approved in previous years, also received funding under the System Restructuring Envelope in 1999/2000:

Assiniboine Community College

Prior Learning Assessment and Recognition - $56,400

Business Administration by Distance - $78,000

Keewatin Community College

Prior Learning Assessment and Recognition - $50,000

Student Access and Learning Support System - $12,500

Collège universitaire de Saint-Boniface

Biology on the Internet - $10,000

Meeting Place for French as a Second Language - $20,000

Certificate in Translation on the Internet - $15,000

Masters of Arts in Canadian Studies - $15,000

University of Winnipeg

Institute of Urban Studies – Geographic Information System (GIS) - $20,000
(for a shared project amongst all the institutions).

Brandon University

Prior Learning Assessment and Recognition - $85,000

2.1.3 The College Growth Plan

The College Growth Plan was established in 1999/2000 to expand enrollment in Manitoba's colleges and to respond to the needs of the provincial labour market. In 1999/2000, $4 million was allocated to support new and/or expanded programs under the College Growth Plan. A total of 957 new community college seats were created through this initiative. In order to access funds under the Plan, programs had to:

1. respond to wait lists in areas of high labour market demand;
2. provide programming that would increase Aboriginal participation in college;
3. utilize information technology; and/or
4. develop new programs in areas of high labour market demand.

Council approved college programs in two stages. One was the approval of the expansion of **existing** programs; the other was the approval for the development of **new** programs.

- **Existing Programs**

In 1999/2000, $2.4 million was approved to support the expansion of existing programs that met the above College Growth Plan criteria. These programs include:

Assiniboine Community College

Licensed Practical Nursing - $76,300
This program was expanded to double the available seats in response to ongoing labour market needs. The program offers an additional Winnipeg site as well as two rotating sites in rural Manitoba. (Manitoba Health also provided $500,000 in funds in 1999/2000 to support this expansion).

Office Administration Diploma – Agribusiness Option - $22,700
The Agribusiness Option provided an additional area of specialization within the existing program to prepare students to work as office administrators in the agribusiness sector.

Early Childhood Education Diploma – Aboriginal Focus – Parkland Campus - $182,300
This program was expanded to the Parklands area which has several First Nation and Metis communities and a high need for Aboriginal early childhood education workers.

General Business Certificate – Rotating Site - $128,400
This one-year program was designed to be delivered on a rotating basis to communities in the Southwest region where there is a need for more business administration graduates. Students can exit at the end of one year with a certificate or continue on to complete their diploma.

Keewatin Community College

Natural Resource Management Technology Diploma - $181,800
This was a merger and expansion of two existing programs (one regular diploma and one continuing education program) plus the addition of a First Nations stream. The First Nations stream prepares graduates for jobs in the management of natural resources in First Nations communities.

Early Childhood Education Diploma - $136,500
This diploma program was a conversion of the existing ECE program that trains ECE's to work in childcare facilities in Northern and Aboriginal communities where there is a high labour market demand.

Industrial Mechanic Certificate - $67,000
This is a one-year pre-employment program that provides training to industrial mechanics in the North. This program will be articulated with apprenticeship training, providing students with classroom training credited towards Level 1 apprenticeship.

Business Administration Diploma – Aboriginal Management Option - $63,000
This program was expanded to develop specialized courses in Aboriginal issues to prepare graduates for jobs in business, government, and non-government organizations.

Red River College

Computer Accounting Technician Certificate - $136,600
This program was expanded to provide a working knowledge of the latest computer accounting systems and technology in response to the high labour market demand.

Computer Analyst/Programmer Diploma - $241,000
This program was expanded to provide training to students in creating, installing, and maintaining computer systems for the business sector in response to the high labour market demand.

Tourism Diploma - $122,400
This program was expanded from a one-year certificate to a two-year diploma in response to the need for skilled workers in the growing tourism industry.

Aboriginal Interpreter Diploma - $133,800
This program, the first of its kind in Canada, was expanded to a 2-year diploma in response to the general demand for interpreters with more skills in Aboriginal languages in areas of health care, justice, etc.

Electrical Construction Certificate - $52,500
Due to high labour market demand, this program was expanded to increase the number of graduates. Students learn wiring and motor repair skills necessary for employment in the electrical construction industry, public utilities, and electrical equipment companies.

Piping Trades Certificate - $61,400
With the high labour market demand, this program was expanded to increase the number of graduates. Students learn how to install and repair plumbing, heating, fire-protection, and other piping systems.

Welding Certificate - $95,300
This program was expanded due to the high labour market demand. Students learn different welding processes and related operations.

Collision Repair and Refinishing Certificate - $70,400
Due to the high labour market need, this program was expanded. Students learn how to repair damaged vehicles, including all phases of metalworking and spray painting.

Automotive Technician Diploma - $65,900
This program was expanded due to the high labour market demand in this area. The program prepares students with the latest skills and technology to work in the electronic technician field.

Chemical and Bio Sciences Technician Diploma - $12,500
This program was expanded to meet the high labour market demand. Students learn applied science and laboratory skills necessary to work in pharmaceutical and industrial manufacturing, agribusiness, agrifood, and the environmental industry.

Early Childhood Education Diploma - $175,800
As a high-demand occupation, this program prepares graduates for work in day care facilities. The College increased the recruitment of Aboriginal students into the program.

English as a Second Language – Academic Upgrading - $42,000
This program, the first of its kind in Canada, was expanded to meet the high student demand for English skills necessary to enter college or university.

English as a Second Language – Truck Driving – $42,000
This program, the only one of its kind in Manitoba, was expanded to meet the demand for the English skills necessary for work as truck drivers in Manitoba.

English as a Second Language – Trades and Technology - $50,000
Due to the high labour market demand for occupations in the apprenticeship trades, this program, the only one of its kind in Manitoba, was expanded to prepare students with the English skills necessary to access apprenticeship training.

Deaf Studies and American Sign Language Certificate - $128,500
In partnership with the University of Manitoba, this program added a one-year certificate in Deaf Studies and converted the existing 2-year diploma in American Sign Language/English Interpretation (AEIP) at Red River College into a joint RRC/UM three-year degree. The certificate prepares students with the cultural and linguistic fluency necessary to interact with the Deaf community, and enter into the joint AEIP program, if they so choose.

Red River College/University of Manitoba Nursing Degree
The College expanded the number of seats in the program using existing resources.

- **New Programs**

In 1999/2000, $1.6 million was approved for new programs under the College Growth Plan. These programs include:

Assiniboine Community College

Construction Electrician Certificate - $110,100
This program is designed to provide individuals with pre-employment skills for the construction industry. The program provides training in a number of course areas within the construction trade. This program will help meet the increasing demand for electricians of various classifications in the Westman region.

Computer Systems Technology Diploma - $249,700
This two-year diploma program has been developed in response to the high market demand for information technology workers. The program provides a second year to the existing certificate program. Graduates will be able to design and maintain computer systems, provide technical support, install and maintain computer hardware and software, develop and maintain web-based technologies, and solve computer-related problems.

École technique et professionnelle

Health Care Aide Program - $130,000
This is a distance education program that is being developed to meet the demand for trained bilingual Health Care Aides in Francophone health care facilities, particularly senior citizen centres. The distance education component will provide access to training in communities outside Winnipeg where many of the employment opportunities exist in this field.

Tourism Diploma - $275,000
As an expanding global industry, tourism plays an important role in Manitoba's economy and in the French-speaking community. This diploma program will prepare French-language students for employment in the tourism industry by providing the necessary skills for working and communicating in the field, and in making the transition from school to the workplace.

Keewatin Community College

Cross Lake Regional Centre - $100,000
A new regional centre was developed in the First Nations community of Cross Lake in response to the large numbers of students who require post-secondary education.

Redevelopment of Recreation and Community Leadership Program and Ecotourism - $49,000

Council approved a one-time only grant to support the College's proposal to undertake a review and redevelopment of these programs to ascertain current community needs and determine an appropriate training delivery system.

Conflict Resolution and Restorative Justice Program - $23,000

Council approved funds for the development of a program proposal. The concept paper will outline a process to develop a program to prepare students to analyze and respond to situations of personal, community, regional or international conflict. If developed, the program will incorporate both in-class and practice labs where students are able to gain hands-on training and experience. The program will focus on traditional and Aboriginal understandings of conflict and justice, if developed.

Red River College

Self-Government Administration Diploma - $189,200

This program, the first of its kind in Canada, is designed to support the Aboriginal community's needs for trained personnel in the areas of management, research, policy analysis and economic development as it prepares for self-government. Graduates of the program are expected to find employment easily within the Aboriginal community and political structures. The College will work in partnership with Yellowquill College on this program.

Integrated Technologies Diploma - $226,300

This is a program designed to increase the participation and successful completion of Aboriginal people in the College's science-based technology programs. The program, based on an Access model, has been developed in response to the significant labour market demand in Aboriginal communities for people trained in science, engineering and technology.

CAD Technology Diploma - $78,800

CAD Technology will be extended from a certificate to a diploma program and will include a co-op education component. The program will provide three areas of specialization and enables students to be eligible for certification as engineering technicians. Market research has shown that Manitoba employers could absorb all the graduates.

Mechanical Engineering Technology - $118,700

The conversion of this program to a co-op model will provide students with relevant work experience in the design and manufacturing sectors. The program will align with the University of Manitoba's Engineering program to facilitate joint studies and increased articulation and credit transfer opportunities. Movement to the co-op model will improve the College's ability to assist industry and the U of M with product and technology development.

Aviation Management Diploma - $99,500
This program will offer business management, communication, and flight training, in partnership with the Winnipeg Flying Club, to those who already have their private pilot's license. The program will address the need to offer the training in Manitoba and employers' preference to hire locally trained graduates. A strong hiring cycle in the industry is expected to continue over the next three years.

NetShow: Up-link to Rural Manitoba (Phase 1) - $114,200
This 3-phase program will use leading edge technology (NetShow) to allow students taking programs at Red River's regional campuses the same access as those attending the main campus. Phase 1, which will run as a pilot, will test NetShow with the delivery of one course to two regional campuses. NetShow will broaden access to rural students and businesses, and expand the range of certificate programs.

2.1.4 Other Program Activities

Post-Secondary Education Committee on Learning Technologies
To support and encourage the use of learning technologies at the post-secondary institutions in the province, the Council participates on the Post-Secondary Education Committee on Learning Technologies, providing among other things, support for organizing meetings, preparation of agendas, and completion and circulation of minutes.

Health Care Aide Curriculum Committee
At the request of Manitoba Health, the Council led an initiative to standardize the learning outcomes in all Health Care Aide training programs provided by Red River College, Assiniboine Community College, Keewatin Community College, École technique et professionnelle, Winnipeg Technical College, and the College of Health and Family Support Studies. All institutions participated in the development of learning outcomes, which were presented to the Regional Health Authorities for validation.

Campus Manitoba - $72,100
Funded by the Council and managed by Brandon University, Campus Manitoba provides post-secondary education via learning technologies to individuals living in rural and northern Manitoba. All universities participate in the program through the delivery of selected courses made available through I-link technology.

Campus Manitoba centres are funded to provide students with a site to receive course delivery as well as assistance in understanding the course materials. In 1999/2000, Council approved an additional grant to expand the range of courses offered, making available a wider range of program and degree options for those who choose to stay in their home communities for post-secondary education.

In 1999/2000, there were close to 50 courses offered, with 22 new courses developed at 16 sites throughout the province. Further, there were 884 course registrations, an increase of 90% over the previous year.

2.2 Policy

Staff from the Council Secretariat participated in the following activities related to Post-Secondary Education Policy:

1. **Development of a policy regarding the education requirements for the allied health fields**

The Council has worked in partnership with Manitoba Health to develop a policy on entry-level requirements for individuals intending to work in allied health professions. Employment fields include medical laboratory technologists, medical radiologic technologists, x-ray technicians, cytologists, respiratory therapists and radiation therapists. Under discussion has been the development of a recommendation for an education model which will meet the entry-level requirements of employers, be consistent with the rest of the country, and be affordable for students and the province.

2. **The Health Education Liaison Group**

The Health Education Liaison Group is an interdepartmental committee composed of staff from the department of Health, Education and Training, and the Council on Post-Secondary Education. The committee reviews and/or develops policies related to the education of health professionals e.g., nursing, allied professions, etc. in the province. The committee makes recommendations to government with respect to training and educational issues.

3. **The Manitoba Nursing Resource Task Force**

The Manitoba Nursing Resource Task Force reports to the Council of CEO's of the Regional Health Authorities. The Task Force was assembled to establish a collaborative process that facilitates the development of strategies to ensure an adequate nursing workforce in Manitoba. The Task Force looks at issues related to nursing education, employment, and employment rates for all categories of nursing, including health care aides. The Task Force has worked on verifying current resources, defining the mix, use and distribution of those resources, as well as looking at strategies to support the government in ensuring an adequate supply of nurses for the province.

4. **The Steering Committee to develop a position paper on the University College of the North**

Assistance and advice have been provided to the steering committee on the development of the model for a University College of the North. A position paper is being prepared and will be submitted to government in the fall of 2000.

5. **Assisting Yellowquill College in developing a position paper to become a First Nations University College in southern Manitoba**

As in relation to the University College of the North, assistance has been provided to Yellowquill College in identifying the information necessary for the development of a

position paper on Yellowquill College becoming a First Nations University College in southern Manitoba.

6. The Steering Committee planning the 1999 3rd National Conference on Prior Learning Assessment and Recognition

The Council and the province were represented on this national steering committee chosen by the Canadian Labour Force Development Board to select speakers and proposals for the conference.

7. The National Steering Committee conducting research on Developing Benchmarks for Prior Learning Assessment and Recognition

The Council was asked for representation to the Canadian Association on Prior Learning Assessment to represent this province and be representative of provincial governments in general on this national steering committee. The role of the committee was to provide direction to the project researcher when planning, conducting research and analyzing data regarding the development of national benchmarks for prior learning assessment and recognition practice.

8. Red River College Prior Learning Assessment Committee

Assistance and direction were provided to the College regarding the development of college policies and practices for prior learning assessment.

9. The Working Group of the provincial Neighbourhoods Alive Program

The Council represented Manitoba Education and Training on the Neighbourhoods Alive working group as it started to identify training programs that would be available as part of the new initiative.

10. Tuition Fee Policy

The Council worked with government on the implementation of the commitment to reduce tuition fees in public institutions by 10% for the 2000/01 academic year. Working with representatives of public colleges and universities, the Council defined the basic parameters of the proposal to ensure that the priorities of the commitment were met.

11. The Manitoba Millennium Bursary

The Council was represented on a committee composed of representatives from Management Services, Student Financial Assistance, and the Department of Finance to participate in the development of the Manitoba Millennium Bursary. This bursary will help to ensure that Manitoba students do not amass an annual debt in excess of $6,000. Council provided the committee with research skills and policy advice on the project.

12. The TCE Technology Team

There was Council representation on a departmental committee that focused attention on the development of electronic media as a tool for staff of Training and Continuing Education/COPSE via the departmental Intranet and for Manitobans as a whole via the TCE Internet site.

13. Council of Ministers of Education Canada (CMEC)

The Council was represented on two CMEC committees that were formed as a result of the Post-Secondary Public Expectations: Working Group on Post-Secondary Research and the Working Group on Accessibility.

14. Advisory Committee of Health Human Resources (ACHHR)

The Council was represented on the Advisory Committee of Health Human Resources. The Committee advises the provincial deputy ministers on policy issues related to health.

15. Capital Construction Planning/Approval Process Committee

There was Council representation on the Government Services Committee on the Capital Construction Planning/Approval Process.

2.3 Finance

Estimates Process

1. Operating Budgets

The annual Estimates process for the universities and community colleges commences in June of the preceding year. At that time, the Council requests that institutions review the financial requirements for the next fiscal year and submit an Estimates request for Council's review. The Estimates are requested in a format that allows for comparative analysis among institutions. In this way, Council can make informed judgments about the requirements of each institution when formulating its recommendations to Government.

Institutions are requested to provide a base level budget with explanations for increases and a detailed assessment of impacts, as well as information related to enrollment levels and staffing, and status reports on previously funded new programs and System Restructuring grants.

The budget submissions are received in late September, at which time the Council reviews the individual submissions along with an analysis of the financial requirements prepared by Council staff. Following this review, Council members meet with each institution separately so that the institution may present its budget request and provide additional information to Council.

Following the meetings with the colleges and universities, the Council makes a presentation to the Minister, recommending funding levels for the post-secondary education system, based on the information provided by the colleges and universities and Council's view of funding requirements. The Minister reviews the presentation and then makes recommendations to Government. Final funding levels are determined and communicated following the budget announcement in the spring. At that time, Council finalizes its allocation of available funds by institution and the colleges and universities are advised.

2. Major Capital

The annual Estimates process for Major Capital for the universities and community colleges commences in June of the preceding year. At that time, the Council requests that institutions review the major capital requirements for the next fiscal year and submit an Estimates request.

When the Major Capital requests are submitted by the community colleges, they are forwarded to the Department of Government Services which owns the buildings and has responsibility for funding Major Capital projects. Community college projects are reviewed in collaboration with the requests from other government departments. Funding decisions are communicated to the Council and the community colleges when the budget is announced in the spring.

Council has responsibility for approving capital projects and distributing major capital grants at the universities only. In 1998/99, Council implemented a new process for prioritizing major capital project requests at the universities. This new process involved requesting the assistance of the Department of Government Services with its technical expertise to review the major capital requirements at the universities and to develop a plan, including budget and scheduling, to address the most critical requirements at the universities. When the major capital requests are received by the Council in July, the submissions are forwarded to the Department of Government Services for review and analysis. Council then considers the schedule developed by the Department of Government Services when allocating the available funding for Major Capital projects to the universities.

This process has proven to be very successful in identifying the projects that require immediate attention and in accessing additional funds from Government. Some of the projects funded in 1999/2000 included:

Roofing Program
Implementation of a multi-year program to replace and upgrade the roofing systems at the universities of Manitoba, Brandon, and the Collège universitaire de Saint-Boniface. Many roofs on campuses have outlived their useful life resulting in serious roof leaks causing damage to building interiors, damaged equipment and computers, occupant discomfort, and in many cases, damage or destruction of occupants' paperwork and belongings. The leaking roofs have insufficient insulation and/or roof membranes that have been broken down completely or are in an advanced state of disintegration.

University of Manitoba

Fort Garry Chiller System
The second year of providing funding support to replace the University's large central chiller units in accordance with the Montreal Protocol that terminated the production of refrigerants used by the University.

Animal Facilities Upgrades to the Chown and Duff Roblin buildings
Funding support to be provided over two years commencing in 1999/2000 for major renovations to the animal care facilities in the Chown and Duff Roblin buildings to bring them up to the standards acceptable to the Canadian Council on Animal Care (CCAC).

Disability Access
Implementation of a multi-year program to provide accessibility to people with physical disabilities.

Medical Rehabilitation Renovations
Funding support provided to construct laboratory space to accommodate additional students in the Athletic Therapy Program and to address accreditation issues.

Other smaller capital projects funded at the universities included:

- Year 2000 (Y2K) expenditures at the universities of Manitoba, Winnipeg, and Brandon;
- Emergency repairs and netting of the sandstone on Wesley Hall at the University of Winnipeg;
- Computer cabling at the Collège universitaire de Saint-Boniface;
- Ten-year Campus Development Plan at the University of Winnipeg; and
- Evaluation of the heating and cooling system at the Collège universitaire de Saint-Boniface.

2.4 Accountability

Program Costing

Carrying on with work from the previous fiscal year, the Council on Post-Secondary Education continued to lead a working group composed of the senior financial officials from the public post-secondary institutions to develop a standardized methodology for identifying costs, measuring enrolment and other related information. By March 31, 2000, the working group had agreed on modifications to the next-to-final version of the methodology.

It is intended that program-costing information will be provided by each of the post-secondary institutions in the fall of each year.

Performance Indicators

Beginning in May 1999, the Council on Post-Secondary Education began working with senior representatives from the public colleges and universities and from private religious institutions to develop a comprehensive framework of performance indicators for use in the post-secondary system.

By March 31, 2000, the institutions had agreed to a general approach for indicator development and had nominated representatives to serve on a working group to further define the exercise and begin the process of identifying actual indicators.

Manitoba Graduates Follow-Up Survey

In November 1999, the Council on Post-Secondary Education released the first edition of the Manitoba Graduates Follow-Up Survey. The survey asked graduates from Manitoba colleges and universities a series of questions to understand better their experiences while studying, as well as their experiences after graduation.

The survey design was undertaken by a committee of institutional representatives led by the Council on Post-Secondary Education, and advised by Angus Reid Group Inc., the consultant who contacted the graduates and wrote the final report.

Chapter III

Audited Financial Statements of the Council on Post-Secondary Education

For The Year Ended March 31, 2000
Winnipeg, Manitoba, Canada

THE COUNCIL ON POST-SECONDARY EDUCATION

Responsibility for Financial Statements

The management of the Council on Post-Secondary Education is responsible for the financial reporting process that produces the financial statements and accompanying notes. The financial statements are prepared in accordance with generally accepted accounting principles.

The Council is responsible for overseeing management's performance of its financial reporting responsibilities. The statements are examined by the Provincial Auditor of Manitoba, whose opinion is included herein.

In order to fulfil this responsibility, management maintains systems of internal control over the financial reporting process designed to provide assurance that relevant and reliable financial information is produced.

Margaret McDonald, CGA
Chief Financial Officer

Leo LeTourneau, Ph.D.
Chief Executive Officer

August 22, 2000
Winnipeg, Manitoba

Office of the Provincial Auditor

500 - 330 Portage Avenue
Winnipeg, Manitoba
CANADA R3C 0C4

AUDITORS' REPORT

To the Legislative Assembly of Manitoba, and
To the Council on Post-Secondary Education

We have audited the balance sheet of The Council on Post-Secondary Education as at March 31, 2000 and the statement of revenues and expenditures for the year then ended. These financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of The Council on Post-Secondary Education as at March 31, 2000 and the results of its operations and its cash flows for the year then ended in accordance with generally accepted accounting principles.

James Martin

Winnipeg, Manitoba
August 22, 2000

James M. Martin, CA
for the Provincial Auditor

THE COUNCIL ON POST-SECONDARY EDUCATION

Balance Sheet
As at March 31, 2000
(with March 31, 1999 figures for comparison)

	2000	1999
ASSETS		
Current assets:		
Cash on hand and in bank	$ 392,386	$ 893,726
Accounts receivable	111,367	405,008
	503,753	1,298,734
Long-term funding commitments - Province of Manitoba (note 3)	782,358	815,022
	$ 1,286,111	$ 2,113,756
LIABILITIES		
Current liabilities:		
Accounts payable & accrued liabilities	$ 103,621	$ 107,178
Grants payable	-	736,172
Other payables	81,073	47,720
	184,694	891,070
Long-term liabilities:		
Provision for employee severance benefits	124,019	114,028
Provision for employer's share of employees' pension benefits (note 4)	678,217	710,881
	802,236	824,909
Total liabilities	986,930	1,715,979
Post-Secondary Grants Fund:		
Balance, beginning of year	397,777	369,186
Revenue over (under) expenditures	(98,596)	28,591
Balance, end of year	299,181	397,777
	$ 1,286,111	$ 2,113,756

THE COUNCIL ON POST-SECONDARY EDUCATION

Statement of Revenues and Expenditures
For the year ended March 31, 2000
(with March 31, 1999 figures for comparison)

	2000	1999
Revenues:		
Province of Manitoba grants:		
Department of Education and Training	$ 299,806,687	$ 287,955,481
Interest Income	35,430	35,710
Total revenues	299,842,117	287,991,191
Expenditures:		
Operating grants	278,948,899	270,635,300
Colleges Growth Plan	3,946,600	-
Support programs	1,597,267	1,214,831
Post-Secondary Strategic Initiatives grants	1,299,950	1,520,915
Equipment & Renovations grants	6,245,600	7,245,600
Major Capital grants	6,940,000	6,340,000
Administrative and other, Schedule 1	962,397	1,005,954
Total expenditures	299,940,713	287,962,600
Revenues over (under) expenditures	$ (98,596)	$ 28,591

Schedule 1

THE COUNCIL ON POST-SECONDARY EDUCATION

Schedule of Administrative and Other Expenditures
for the year ended March 31, 2000
(with March 31, 1999 figures for comparison)

	2000	1999
Automobile and travelling	$ 31,479	$ 26,357
Computer operating and lease costs	45,884	21,238
Course and membership fees	4,658	5,882
Furniture and equipment	8,724	3,301
Meetings – Council	4,056	3,354
Miscellaneous Grants	24,500	44,328
Office rental	77,731	73,795
Postage and telephone	13,300	14,041
Printing and stationery supplies	7,744	7,355
Professional fees	16,705	13,671
Remuneration of Council members	15,600	18,000
Repairs & maintenance	187	-
Salaries and employee benefits	642,907	763,930
Subscriptions and books	2,820	2,743
Sundry	28,686	7,959
University Infrastructure Analysis	37,416	-
Total administrative & other expenditures	$ 962,397	$ 1,005,954

THE COUNCIL ON POST-SECONDARY EDUCATION

Notes to Financial Statements
for the year ended March 31, 2000

1. Nature of Operations

The Council on Post-Secondary Education was established by an Act of the Legislature passed in 1997 and is composed of 11 members appointed by the Lieutenant-Governor-in-Council.

The Universities Grants Commission Act was repealed effective April 28, 1997 by the Council on Post-Secondary Education Act.

The Council on Post-Secondary Education Act provided that the University Grants Fund be continued as the Post-Secondary Grants Fund. All assets and liabilities of the Universities Grants Commission were transferred to the Council on Post-Secondary Education.

Primarily, the Council on Post-Secondary Education provides funding to Manitoba's universities and community colleges for approved programs and capital projects from funds received from the Province of Manitoba.

2. Significant Accounting Policies

A. Basis of Accounting

The Council on Post-Secondary Education's annual financial statements are prepared in accordance with generally accepted accounting principles except that leasehold improvements and equipment purchases are charged to expenditures in the year of acquisition.

B. Grant Expenditures

Operating, equipment and renovations, and strategic initiatives grants reflect expenditures to Manitoba universities and community colleges for annual operations. These grants are funded on the basis of scheduled payments to meet the operating requirements of the universities and community colleges. Operating grants are also provided to private religious colleges. Funding is also provided to the universities for approved major capital projects.

C. Revenue Recognition

Revenue is recognized as funds are drawn from Province of Manitoba appropriations.

D. Vacation and Severance Benefits

Employees of the Council are entitled to vacation and severance benefits in accordance with the terms of the collective agreement. The liability for vacation and severance benefits is recorded based on the Council's best estimates.

E. Employer's Share of Employees' Pension Benefits

Employees of the Council are pensionable under the Civil Service Superannuation Act. The Council accrues a provision for the liability for the employer's share of employee pension benefits, including future cost of living adjustments, based on an actuarial report.

3. Long-term funding commitments – Province of Manitoba

The long-term funding commitments from the Province of Manitoba are for severance entitlements earned by the employees as at March 31, 1998 in the amount of $104,141 and for the employer's share of employees' pension benefits as at March 31, 2000 in the amount of $678,217 (1999, $710,881).

4. Provision for Employer's Share of Employees' Pension Benefits

	2000	1999
Balance at beginning of year	$ 710,881	$ 640,960
Experience gain	(86,792)	-
Benefits accrued	37,525	45,648
Interest accrued on benefits	47,781	52,939
Benefits paid	(31,178)	(28,666)
Balance at end of year	$ 678,217	$ 710,881

The valuation of the pension obligations as at December 31, 1998 was conducted by Ellement & Ellement Ltd., Consulting Actuaries. The key actuarial assumptions were a rate of return of 7% (1995 – 7.5%), 3% inflation (1995 – 3.75%), salary rate increases of 4.5% (1995 – 5.5%) and post retirement indexing at 2/3 of the inflation rate. The entry age normal actuarial cost method was used and the liabilities have been extrapolated to March 31, 2000 using a formula provided by the actuary.

5. Economic Dependence

The Council is economically dependent on the Province of Manitoba for its funding.

6. Commitments

The Council on Post-Secondary Education has approved funding as listed below:

	Approved	Expended	Outstanding Commitments
Operating:			
Collège universitaire de Saint-Boniface			
Canada-Man. Subsidiary Agreement	$ 6,000,000	$ 1,807,400	$ 4,192,600
Capital:			
University of Winnipeg			
Citadel Building	3,525,000	2,500,000	1,025,000
University of Manitoba			
Chiller System – Fort Garry Campus	19,000,000	3,308,000	15,692,000
Total	$ 28,525,000	$ 7,615,400	$ 20,909,600

7. Related party transactions

In addition to those related transactions disclosed elsewhere in these financial statements, the Council on Post-Secondary Education is related in terms of common ownership to all Province of Manitoba created departments, agencies and Crown corporations. The Council on Post-Secondary Education enters into transactions with these entities in the normal course of business.

8. Comparative figures

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

Chapter IV

THE COUNCIL ON POST-SECONDARY EDUCATION

1999/00 Grant Expenditures (compared to 1998/99 Actuals)

	1999/00 Actual	1998/99 Actual
Universities Grants		
1. Operating		
University of Manitoba	$ 165,221,603	$ 161,999,451
University of Winnipeg	26,443,546	25,925,046
Brandon University	17,578,212	16,966,312
College universitaire de Saint-Boniface	5,155,600	4,741,800
Mennonite College Federation	2,640,000	1,640,100
Providence College & Theological Seminary	1,242,100	784,800
Wm. & Catherine Booth Bible College	368,600	207,200
Steinbach Bible College	230,000	40,300
	$ 218,879,661	$ 212,305,009
First Claims		
University of Manitoba	$ 948,296	$ 1,350,249
University of Winnipeg	40,054	40,054
Brandon University	216,588	216,588
	$ 1,204,938	$ 1,606,891
Support Programs		
Campus Manitoba/First Year Distance Education	$ 769,000	1,019,000
Rural Development Institute	0	80,000
Visually Impaired	53,267	38,831
Aboriginal Business Education Program	20,000	40,000
CUSB French Language Teacher Education	0	37,000
United Nations Joint Chair	250,000	0
University College of the North	25,000	0
University of Manitoba – Computer Science	480,000	0
	$ 1,597,267	$ 1,214,831
Total Operating Grants – Universities		
University of Manitoba	$ 166,169,899	163,349,700
University of Winnipeg	26,483,600	25,965,100
Brandon University	17,794,800	17,182,900
Collège universitaire de Saint-Boniface	5,155,600	4,741,800
Mennonite College Federation	2,640,000	1,640,100
Providence College & Theological Seminary	1,242,100	784,800
William & Catherine Booth Bible College	368,600	207,200
Steinbach Bible College	230,000	40,300
Support Programs	1,597,267	1,214,831
	$ 221,681,866	$ 215,126,731

THE COUNCIL ON POST-SECONDARY EDUCATION

1999/00 Grant Expenditures (compared to 1998/99 Actuals)

	1999/00 Actual	1998/99 Actual
2. Capital Funds		
(a) **Equipment and Renovations**		
University of Manitoba	$ 3,020,000	$ 3,020,000
University of Winnipeg	550,000	1,005,200
Brandon University	330,000	330,000
Collège universitaire de Saint-Boniface	100,000	100,000
	$ 4,000,000	$ 4,455,200
(b) **Major Capital Projects**		
University of Manitoba	$ 5,378,561	$ 2,875,000
University of Winnipeg	696,439	2,949,000
Brandon University	640,100	260,000
Collège universitaire de Saint-Boniface	224,900	256,000
	$ 6,940,000	$ 6,340,000
Total Capital Grants		
University of Manitoba	$ 8,398,561	$ 5,895,000
University of Winnipeg	1,246,439	3,499,000
Brandon University	970,100	590,000
Collège universitaire de Saint-Boniface	324,900	356,000
	$ 10,940,000	$ 10,340,000
3. Strategic Initiatives – Universities		
University of Manitoba	$ 623,950	$ 87,000
University of Winnipeg	75,000	30,000
Brandon University	271,100	261,000
Collège universitaire de Saint-Boniface	133,000	118,000
University Infrastructure Project	0	(57,385)
	$ 1,103,050	$ 438,615
Total Universities Grants	$ 233,724,916	$ 225,905,346

THE COUNCIL ON POST-SECONDARY EDUCATION

1999/00 Grant Expenditures (compared to 1998/99 Actuals)

	1999/00 Actual	1998/99 Actual
Community Colleges Grants		
1. Operating		
Assiniboine Community College	$ 10,906,200	$ 10,620,100
Keewatin Community College	9,687,500	9,254,000
Red River College	36,182,300	35,031,300
Ecole techniques et professionnelle	1,016,200	995,900
Winnipeg Technical College	250,000	0
Inter-Universities North	822,100	822,100
	58,864,300	$ 56,723,400
2. Capital Funds		
(a) **Equipment and Renovations**		
Assiniboine Community College	$ 598,200	$ 1,098,200
Keewatin Community College	428,800	428,800
Red River College	1,218,600	1,718,600
	$ 2,245,600	$ 3,245,600
3. College Growth Plan		
Assiniboine Community College	$ 769,500	$ 0
Keewatin Community College	620,300	0
Red River College	2,256,800	0
École technique et professionnelle	300,000	0
	$ 3,946,600	$ 0
4. Strategic Initiatives – Colleges		
Assiniboine Community College	$ 134,400	$ 299,800
Keewatin Community College	62,500	273,500
Red River College	0	509,000
École technique et professionnelle	0	0
	$ 196,900	$ 1,082,300
Total College Grants	$ 65,253,400	$ 61,051,300

Chapter V

A Summary of Enrolment and Graduation in the Manitoba Post-Secondary Education System

I. 1999/2000 University Enrolment

Full-time Students	23,093
Part-time Students	18,228
Total	**41,321**

II. 1999/2000 Community College Enrolment

Full-time Students	11,965
Part-time Students	33,261
Total	**45,226**

III. 1999/2000 University Graduates

Bachelor Degree	4,568
Master's Degree	569
Doctoral Degree	89
Medicine & Dentistry	93
Certificate / Diploma	260
Total	**5,579**

IV. 1999/2000 Community College Graduates

Diploma	1,570
Certificate	1,784
Total	**3,354**

Chapter VI

Membership of the Council on Post-Secondary Education

The Council on Post-Secondary Education is composed of eleven members appointed by the Lieutenant Governor in Council for a term not exceeding three years. Each member may be re-appointed for one additional term.

There were a number of changes in Council membership over the last year, including the positions of Chair and Vice-Chair. There were two vacancies on the Council as of March 2000.

The Council was comprised of the following members for the period of April 1999 to March 2000:

Mr. Richard Dawson	Chair (to January 2000)
Mr. Donald Robertson	Chair (as of February 2000)
Mr. Jeff Johnson	Vice-Chair (to February 2000)
Ms. Muriel Smith	Vice-Chair (as of March 2000)
Ms. Karen Dunlop	Winnipeg (to February 2000)
Mr. Christopher Macdonald	Brandon (as of March 2000)
Mr. Germain Perron	Winnipeg
Ms. Bonnie Coombs	Brandon
Mr. Milton Goble	Thompson
Ms. Johanne Ross	Minnedosa
Mr. Herman Green	Carman
Ms. Leslie Zegalski	Winnipeg

Secretariat of the Council on Post-Secondary Education

Léo LeTourneau, Ph.D.	Executive Director
Louise Gordon, M.S.W.	Program Coordinator
Margaret McDonald, CGA	Financial Officer
Daniel Smith, M.A.	Policy Analyst (to July 99) A/Senior Analyst (as of Aug. 99)
Kelly Saunders, M.A.	Policy Analyst
Kim Browning, M.Ed.	Policy Analyst
Dee Conway	Administrative Secretary
Sandra Brabant	Accounting Clerk
Dorothy Schlamp	Administrative Assistant